

Central Western Maine Workforce Development Board
Operations Committee Minutes
January 11, 2022

Board Members Present: Grant Provost, Vice Chair; Laurie Glidden, At-Large Member; Chris Winstead, Workforce & Required Member; Peter Wright, Treasurer; Razell Ward, Secretary;
Not Present: Nick Paquet
Others Present: Erin Benson, Executive Director

Call to Order

Vice Chair Grant Provost called the meeting to order at 8:30am.

Review and Approve Last Meeting Minutes

VOTED: To approve December 14 meeting minutes.

Motion: Laurie Glidden Second: Peter Wright

Discussion: No discussion.

Vote: All in Favor

Board Membership

Before the topic of board membership started, Erin mentioned that she told Sara and Patti that they did not need to report out at this Operations Meeting as in two weeks they would report out to the full board with the same information. Grant approached Bigelow Brewing in Skowhegan, but they never responded. Erin shared an excel file listing board members and the slots that needed to be filled. Andrea Patstone resigned as she is changing jobs. She offered to suggest that the new president of Stephens Memorial Hospital join the board. Grant spoke with Revision and they suggested Kate Durkin to serve on the board. She is Revision's Apprenticeship Administrator. Erin spoke with her about the board commitment. She is willing and has worked with WIOA in the past. Erin reached out to Hight Ford for a third time, no response. She and Robert will reach out to Central Maine Motors. Huhtamaki declined, they are short on management. Erin will be meeting with Peter Buotte, owner of Community Energy in Rumford. Grant offered to reach out to a small electric company in Skowhegan called Mastercraft. Peter will reach out to Janet Kotke from ND Paper, and a person from Androscoggin Bank. Chris is working on Paris Farmers Union for business and Amy Landry of AVCOG and Brian Doyle from City of Lewiston for Economic required partner. Still need one more representative for workforce. Grant suggested former employee Tobin Williams who he thinks works for an immigrant organization. Erin read the description of people who are eligible for this position. Grant and new board member Adam Wilson will fill the labor roles. Chris also fills a role in both workforce and required partners. If the board feels uncomfortable asking the provider to sit on the board, we could look to other board members who can fill a double role, such as Chris is. Those two members could be Susan LeClair or Diane Frigon. Grant mentioned JATC and Laurie mentioned Kennebec Behavioral Health. They have a club house model to help those with mental health diagnoses secure employment. Erin will follow up with Tom McAdam. Chris will be speaking with Amy Landry from AVCOG and asking her about potential businesses that might serve on

the board, as well. He is also going to touch base with CCI. Erin also reviewed the CEO's with two Joe Pietroski and John Aslop replacing Robert Sezak and Patsy Crocket respectively. Erin emailed the two new CEO's to welcome and offer to meet, no response yet. Also emailed all the CEO board to see who would replace Robert as Chief CEO. No response yet. As for the Operations Committee: bylaws state it needs to be chair, vice chair, secretary, treasurer, Member-at-Large, and chairs of three standing committees: Recruitment, Youth, and Resources. Cathy Witherspoon will be chair, vice chair is TBD, secretary is Razell Ward, Peter Wright is treasurer (with Chris Winstead to follow in July), Laurie Glidden is Member-at-Large, and chairs are Grant Provost and Chris Winstead, with Youth Chair and Chief CEO TBD. Erin is trying to get a hold of Steve Jorgenson to serve as Vice Chair.

Physical location

Erin has moved into the new office space at 87 Winthrop Street, Suite 400 in Augusta. Her intent is to spend two days a week there until she moves to the area in September. Brought all the equipment to Tom Fernands for assessment. We have renter's insurance through Champoux in Lewiston. In working with Champoux, Erin discovered that the insurance for the Board & Director has lapsed. Someone tried to contact CWMWDB in June but had no response. Erin is working with them now to reinstate this insurance. Chris suggested building a calendar of these dates that could be shared with the board.

High Risk Update

Ginny has all policies the board approved in April 2022. She is reviewing them, said that they needed to be revised. Erin revised the Support Services policy, since EMDC staff needed that information to do their work. Joanna reviewed the personnel policy for updates and Erin will review. Joanna also reviewed the Financial Manual, Erin reviewed edits and Sara needs to review it. Sara devotes 15 hours a week to CWMWDB and much of her time is taken up with other high risk requirements, such as drawdowns. She will get to it as soon as she can. Erin and Chris have signed up for the SMART training. Wanted to meet with Ginny and Kim Moore at MDOL to find out exactly what will be needed to remove the board from high risk status. Ginny is on vacation through the rest of December and Kim is on vacation through January 17. Will try to meet with them after that.

Annual Meeting

Erin is working on the agenda for the annual meeting. Will meet with former NWDB director Joanna Russell for insight and met with Tom Fernands to go over information for an economic overview of the region to share with the board. Will also develop a PowerPoint to explain the role of a board member. After meeting and talking with several board members, many stated they were unclear of their role.

Open Discussion/New Business

Razell asked if an assistant would be hired soon. Erin has talked with Sara and is looking at a 20 hour a week person, well within the budget. She is looking for a past position description and will also reach out to the ED at NWDB, as he is in the process of hiring an assistant. Chris suggested seeing if NWDB and CWMWDB could share a position. Erin said she would discuss it with Galan. Erin also spoke to NWDB's previous assistant, Rebecca Bryant, who did a terrific job with monitoring files. Galan is going to hire her to hire her for 4-5 hours per week to monitor files. Erin has asked her for a proposal to do similar work for CWMWDB. She can review files quarterly and do the PY21 monitoring as well. CWMWDB hired David Wurm from Workforce Solutions to do the monitoring for PY19 and PY20. Erin registered for the

National Association of Workforce Boards (NAWB) conference at the end of March in Washington DC. Should be able to pick up some valuable information and connect with other directors around the country. Erin signed an MOU to be part of the MCCS Compact. It can help pay for professional development of front line staff. Since Erin is the only staff member, it could help pay for the NAWB conference, but could also support training of future staff members. Erin talked with Bruce Noddin who will be stepping down from the board. He offered to always be a resource. Erin is reviewing accounts and subscriptions to see what is needed and cancel things not needed. There are four accounts in Zoom, which could be downgraded to two. All subscriptions will be reviewed. Erin met with Jim Dinkle, executive director of the FirstPark Commerce Center. Excellent meeting. Talked about ways to partner and he offered to introduce Erin to other businesses and appropriate partners. Erin will be meeting with Coastal Counties on January 23. They have a grant to provide workforce services to Afghan refugees in southern and central Maine. Grant will attend the meeting with Erin. Sent approved minutes to CEO and their county administrators at Robert's request and asked if they had suggestions for board members at Chris' request. No response yet.

Vice Chair Grant Provost, called for a motion to adjourn. Laurie Glidden motioned to adjourn; Chris Winstead seconded. All in favor. Grant adjourned the meeting at 9:54 am.

Next meeting: Wednesday, March 8, 2023, at 8:30am.